

**STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
BATON ROUGE, LA**

HR Handbook Update No. 2008 – 0010

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: Changes to Chapter 6 of the HR Handbook

Issue Date: October 28, 2008

This is to advise you that job aids in the Chapter 6 –Pay Issues, Paying the Civil Service Employee – Optional Rules section of the HR Handbook have been edited.

The section of the Handbook relating to Chapter 6 - Rule 6.16.2 (Optional Pay Adjustments) has been amended. This amendment concerns the aspect of Rule 6.16.2 governing payment upon assumption of additional duties.

REASON FOR THE CHANGE: Clarification was needed to determine the appropriate application, in the case of the assumption of higher-level additional duties, of Optional Pay versus the use of a detail to special duty.

If you have any questions, please contact Gavin Coldwell at (225)342-8083.

Sincerely,

s/Anne S. Soileau
Director